

7 FEB 2000

MEMORANDUM FOR ALL ENGINEERING AND DESIGN DIVISION PERSONNEL

Subj: CY 2000 DESIGN DIVISION INFORMATION TECHNOLOGY STRATEGIC PLAN
AND CY 2000 COMPUTER COUNCIL GOALS

Encl: (1) ENGINEERING AND DESIGN DIVISION INFORMATION TECHNOLOGY
STRATEGIC PLAN

1. With Y2K successfully out of the way, I wanted to announce our Information Technology (IT) accomplishments for FY99 and share with you some new initiatives. In support of the **Atlantic Division's IT Strategic Business Plan**, we have established a viable IT infrastructure that will allow us to move forward in our various business processes. In the past year, we began using network based AutoCAD for project design and document storage, electronic bid sets (EBS) became our standard method for distributing plans and specifications and the Design Line Intranet (now available to all of LANTDIV!) and Design Internet Web sites have become central resources for design information. We have also invested heavily in hardware and software infrastructure. Our larger IT purchases included upgrading 98 PC's, AutoCad 2000, Acrobat 4.0, a large format scanner, and a large format color plotter. We are now positioned to use these stepping stones to shift toward paperless business processes. A list of all of the CY 1999 Goals and their outcomes are listed in Enclosure (1).

2. Many of our new CY 2000 goals pertain to organizing, categorizing and sharing project information. We are forming a Design Division Web committee to help funnel information to the Design Line Intranet and Design Internet. The CIO's office is currently testing an electronic document management package (EDMS) called C-image. It will likely be introduced in the Fall although we are trying to get a pilot project earlier. We will also likely see Office 2000 later this summer. Code 01 is planning a new PC buy this Spring. Our current intentions are to target most supervisors/project leaders for laptops and docking stations. These will also double as extra laptops for FACD's. We are fairly well positioned with other equipment including digital cameras, plotter, scanners, and our brand spanking new portable laptop projector for presentations and training.

3. In further support of the **Atlantic Division IT Strategic Business Plan**, we are making great strides in the areas of Electronic Solicitations. We will introduce this process to our A/E community this Spring. We are continuing to pioneer the field of electronic signatures by working with the Virginia State Board of Engineers and Architects to promote their adoption statewide. Mylar drawings will soon be a thing of the past.

4. Our next new frontier with regard to the paperless process will be to conduct online review of A/E work. This will hopefully reduce review turnaround, delivery times and cost of printing and mailing, while giving everyone on the project full access to review comments. A pilot project is already in the works with HBA Architects to test the on-line review software and processes. Even more exciting is the NAVFAC electronic solicitations web-hosting center. Soon any contractor will be able to get any NAVFAC solicitation from a central site.

5. AutoCAD 2000 plans include full training for new users (4 days) and upgrade training (2 days) for the rest. Also, a Lantdiv CAD standards conference was held in December to review the impact of the new National CAD Standard. We will be updating our existing standards and digital submittal policy accordingly to reflect the new standard and the new improvements in AutoCAD 2000. On the horizon is the issue of how to handle as-builts and archiving at the NAVFAC level. Hopefully, we will soon have corporate resolution on these matters.

6. The PC Council, MIS Council and CAD Councils are our conduits for realizing improvements in our business processes through the use of new technologies and innovative processes. This year we have some new members and leadership to attack these fresh initiatives. We applaud the outgoing members for their contributions over the past few years. We especially thank our outgoing PC Council Chair Susan Hauser and retiring PC Council Member Patty Brown, who had been on the PC council since it's inception in 1992. The new Councils are as follows with the chairperson listed in bold letters.

Code	PC Council	MIS Council	CAD Council	Web Committee
01	Tim Davidson			
15	John Lynch			
04	Bill Crone	Steve Geusic		
04	Al Benas	Al Benas		
04		Sharon Wheeler	Patty King	
04A3	George Malamos			Brie Larrabee
04A3		Brie Larrabee	Don Anderson	
401		Ray Bunch	Tom Dinwiddie	Ray Bunch
402	Rick Waller	Bernie Deneke	Rick Waller	Jon Winkler
403	Brian Cooper		Tom Hernandez	Ben Baker
404			Rick Stephens	Rick Tyler
405			Al Romero	
405		Sonny Harrison	Paul Steele	Paul Steele
406	Mark Blaha	John Peltz		Chris Wilkins
407			Marvin Barnes	Bill Ketchum
408			Mike Six	Tony Liverman
411				Joe Woliver

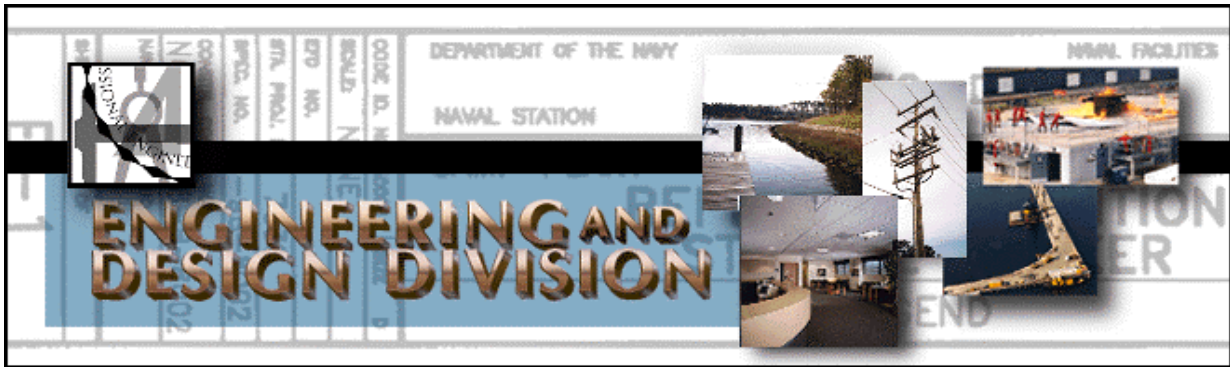
7. We continually seek suggestions and methods to streamline our operations to make us more efficient and cost effective. As the end user of our information technology systems, you have thoughts, opinions and suggestions for improvements that we greatly need and value. Please bring these suggestions forward and contribute your time and talents to the accomplishment of our CY 2000 Design Division IT goals. Thanks to all.



W.H. Crone, P.E.
Director
Engineering and Design Division

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ENGINEERING AND DESIGN DIVISION INFORMATION TECHNOLOGY STRATEGIC PLAN

FEBRUARY 2000

VISION

A work environment where documents, CADD drawings, and other relevant Engineering and Design Division products are electronically maintained with the most efficient automated design, drafting and archiving systems, and where they are organized and made available on-demand to the appropriate client.

MISSION

Employ available information technology to improve the efficiency and effectiveness of every employee in the Engineering and Design Division while strategically positioning us for the future. Continually pursue potential innovations by targeting business processes and incorporating viable state-of-the-art technology. This responsibility includes leadership in training, applications software development, database creation and pro-active management and quality-driven engineering tool enhancements to benefit our clients and us.

1999 PC Council Goals Review

Objective	Status
1. Target 25% replacement of hardware/software.	GOAL COMPLETE. 73% replaced.
2. Implement network based AutoCAD support functions with central storage and backup of drawing files. [Network installation of AutoCAD will be a follow on goal.]	GOAL COMPLETE. Network installation of AutoCadd imminent.
3. Convert BBS information to Website. [Follow on goal will provide search capabilities.]	Completion is near. Carry over to 2000.
4. Provide policy for "online" work request folder use.	Still working. Carry Over to 2000.
5. Complete written policies and conduct training including SOP and instructions for in-house EBS process and archiving.	Policy part of GOAL COMPLETE. SOP and training along with OBJ #6 will carry over to 2000.
6. Introduce EBS system to the A/E community for electronic project solicitation.	Will combine with remaining parts of #5 and carry over to 2000.
7. Evaluate and begin implementation of Intranet to include Code 04 forms, policies, instructions, and others as needs arise.	GOAL COMPLETE
8. Modify A/E fee to include Parametric Cost Estimate/FACD and new Asbestos/Lead Costs.	GOAL COMPLETE
9. Evaluate alternatives CADD software for 3-D modeling and purchase software.	GOAL COMPLETE
10. Develop an online storage and retrieval database system for digital photographs.	Goal deferred. Establish new goal for next year to accommodate new EDM software.
11. Integrate Code 04/Code 02 electronic fee systems to allow fee estimates/as-negotiated fee data exchange.	GOAL COMPLETE
12. Make EBS documents available via Internal LAN/WAN.	GOAL COMPLETE
13. Standardize and distribute electronic design "Comment Form" among LANTOPS reviewers.	GOAL COMPLETE
14. Combine existing "DIS module work" with NAVFAC "EFD number module" to facilitate logging/retrieval of archived CD data.	GOAL COMPLETE
15. Develop DIS programming to download, store, and retain the connection of multiple A/Es to the same JO No.. [Revise viewing screens as follow-on goal.]	GOAL COMPLETE
16. Review DIS for potential overhaul to the new client/server technology.	Goal deferred.
17. Coordinate the reformatting and transfer of 04 Intranet data to the LANTOPS Intranet.	GOAL COMPLETE

PC Network Council 2000 IT GOALS

	<u>PC</u>	<u>MIS</u>	<u>CADD</u>	<u>DATE</u>
1. Enhance file search & download capability of the Design Web site.	X			June '00
2. Provide Policy for On-Line Work Request Folder		X		April '00
3. Introduce EBS to A/E community, provide training and develop instructions	X			May '00
4. Prepare and organize data for future implementation of C-Image Electronic Document Storage (EDS) system	X			Dec. '00
5. Develop electronic process for creating and tracking Govt. Estimate of A/E Fee incorporating data from Codes 03, 04, and 02		X		Dec. '00
6. Revise A/E Performance Evaluation Form DD-2631 to reflect a 5 step rating		X		March '00
7. Modify DIS to incorporate Design/Build for both IH and A/E projects		X		May '00
8. Develop a Cad Users Manual focusing on In-House Cad policies & procedures.			X	Dec. '00
9. Develop and Implement LANTDIV Cad Standards in compliance w/ Tri-Service			X	March '00
10. Provide AutoCad 2000 Training for new and experienced CAD users			X	Sept. '00
11. Establish Web committee to oversee Design-Line intranet and Design Web pages	X			Feb. '00
12. Upgrade & replace PC's, software and peripherals to fully support CAD, FACD and MIS requirements	X			Dec. '00
13. Online Design Review Pilot Project.			X	June '00
14. Monitor acceptance of new client-server software by NAVFAC for possible conversion of existing DIS program.		X		Dec. '00